

***This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Environmental Program Manager I (Supervisory) & Environmental Program Manager I (Managerial)

Consortium Project

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 15

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Environmental Program Manager 1 (Supervisory & Managerial)

1. Developing and tracking program/project budgets to ensure that programs/projects remain within budget and that performance standards are met.
2. Directing and delegating public health, public safety, and/or environmental programs/projects, including the development of goals and work plans needed to achieve program/organizational objectives.
3. Reviewing and approving written documents (e.g., scientific, technical and regulatory reports, program guidelines, policies) to ensure proper content, consistency, completeness, and accuracy.
4. Conducting hiring interviews with candidates to meet the labor needs of the organization/department.
5. Creating and maintaining partnerships with various entities (e.g., public, private, Native American tribes) to support stakeholder engagement and resource/data sharing.
6. Directing scientific studies for the protection of public health, public safety, or environmental resources.
7. Directing public health, public safety, or environmental inspections or investigations to ensure compliance with statewide laws, regulations, and/or agency objectives.

8. Overseeing consultant and/or interagency contracts/agreements to meet program/project objectives.
9. Overseeing the preparation of technical reports using scientifically-acceptable methods (e.g., statistics, models, software tools) for research, documentation, and regulatory purposes.
10. Analyzing proposed or adopted legislation or regulations to determine potential impacts on public health, public safety, the environment, or the organization.
11. Serving as a subject matter expert on public health, public safety, and environmental issues before various entities (e.g., legislative, public workshops, hearings, court cases) as a representative of the organization/agency.
12. Negotiating on behalf of the organization/agency to resolve difficult and complex issues (e.g., permit compliance), and to facilitate agreements (e.g., contracts, settlements).

Tasks for Environmental Program Manager 1 (Managerial)

1. Preparing briefings for management to facilitate policy development and decision-making on public health, public safety, or environmental issues.
2. Developing organizational policies and procedures to promote protection of public health, public safety, or environmental resources.
3. Developing measurable objectives to analyze and report on the effectiveness of programs/projects.

Consent

You must agree to the terms and conditions of this examination process by checking the box below. If you do not check the box below, your examination will not be scored, and you will not receive your results.

I hereby certify that all the information I have provided on this examination is true and accurate to the best of my knowledge and contains no willful misrepresentations, falsifications, or exaggerations. I also understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I may be removed from the examination and/or eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. I understand that I am the person solely responsible for the accuracy of the responses I have provided.

Retaking this examination under another or a new User I.D. and password, Social Security Number (voluntary, not required, information), or name is not allowed. If you do retake this examination before the <TooSoon time> months are up, the new record will be inactivated, and you will have to wait <TooSoon time> months from the **date of the newest record** to retake the examination. This may result in your eligibility expiring from the list, and you having a period of ineligibility before you may retake the examination.

I assert that I have not taken this examination under any other User I.D. and password, Social Security Number, or name within the last <TooSoon time> months.

☐ I have read, understand, and agree to comply with the statements above.

It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position. If you want to review your answers, [click here](#). Once you click SCORE MY EXAM, you may not go back.